

**Contract Improvement Process
Training and Certification Subcommittee
Notes from October 13, 2006**

Attendees:

Tom Morgan
Joi Simpson
Chris Kennehan
Laurie Benallo
Yvonne Anderson
Tara Lawrich
Thirza Kennedy
Clark Bolser
Michelle Lee

Summary of Discussion Points

- What needs to be included in training
- Review of training now
 - Basic Procurement Training
 - One-on-one for Contract signing delegation
 - Leasing – 8 hours
 - Personal Services Contracts – two days
 - Contract Classes
 - Basics
 - Contract Management Class
- Position of Training Administrator
 - Reviewed role – course content, critique presentation, registration and coordination
 - Not necessarily teaching course
- Discussed alternate model of Train the trainer – subject matter experts as trainers
- DHR has exam development specialist who could assist in tests for certification
- Discussed proposed courses in contracts

Conclusions

- We will have a train the trainer model for contracts training – core trainers
- We would like one website for training
- Proposed courses would include:
 1. Basic Procurement and Contracts Training
 2. Contracts 101 – Process and Tools
 - Fiscal Rules and Policies
 - Flow Chart of Contract Process
 - Tools
 - Business Case
 - Best practices

3. Contracts 102 – Drafting
 - Scope of Work
 - Model Contracts
 - Explanation of Contract Terms
4. Contracts 103 – Risk Analysis and Delegation
 - Preparation of Risk Analysis
 - Review of Risk Analysis
 - May have separate course just for delegation
5. Contracts – Contracts Management
6. Specialized Courses
 - Real Estate
 - Personal Services
 - IT
 - Capital Construction
 - Grants
 - Special Clauses
 - Project Management
 - Negotiations

**Proposed Agenda for Next Meeting – October 26, 2006 from 1 pm to 2:30 pm, 633
17th Street, Conf Rm 15A**

- Review list of courses
- Certification Process
 - Courses
 - Positions
 - Levels
- Preparation of training material